

Minutes of an Ordinary Meeting of Sandwich Town Council, held on Monday 1 July 2013, in the Council Chamber, Guildhall, Sandwich at 7.00 pm.

Present: Councillors: The Mayor (in the Chair)

**H J Bragg
R Daw
P I Carter
P Graeme
Mrs S Laslett
S G Leith
Mrs P Russell
J P Scollard
J O Sneller
M B Trussler
J J Watts**

Officer Present: Miss L. Fidler

1.7.13 MAYOR'S OPENING COMMENTS

The Mayor informed those present that there was a variety of information on the table in front of the bench, this is information from KALC and DDC that is not pertinent to Sandwich. Councillors can request that this information is discussed at a future meeting if they wish.

2.7.13 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Dunay who is on holiday, Councillor Moorhouse who has a work commitment and Councillor Liote who is unwell. Apologies were also received from Revd. Canon Mark Roberts.

3.7.13 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS.

There were no declarations of Disclosable Pecuniary Interests or Other Significant Interests.

4.7.13 MINUTES

The minutes of the Ordinary Town Council Meeting, held on 17 June 2013, were received, approved and signed with two amendments.

5.7.13 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

Minute 40.6.13

It was confirmed that the Dover District Council Land Allocation Pre-Submission Local Plan will be returned to the council agenda for consideration on 15th July 2013 once a report has been received from Sandwich & District Chamber of Commerce.

6.7.13 PAYMENT SCHEDULE

The schedule of payments, totalling £16,379.87, was received, approved and signed.

7.7.13 POLICE REPORT AND PACT

A police report was read out on behalf of PCSO Ian Norton, a copy of which is attached to the official minutes and various issues of concern about policing in Sandwich were raised.

RESOLVED: A letter will be written to Kent County Council expressing concern about the number of road traffic accidents that have recently occurred on Dover Road and New Street, there have been three walls knocked down in recent months; KCC will be asked what preventative measures will be taken to ensure that no further damage is done.

8.7.13 PUBLIC RIGHT TO SPEAK

No requests to speak had been received from members of the public.

9.7.13 PLANNING APPLICATIONS

(i) DOV/13/00463 – Little Paddocks 1 North Poulders Farm, Richborough Road, Sandwich, CT13 9JE

Erection of a first floor extension with Juliette balcony and associated works.

RESOLUTION: Concern was expressed that the development at this property is slowly encroaching on agricultural land and could result in a housing development. Further information will be sought on the intended purpose for the site as a whole and the application will be deferred until the next Council meeting.

(ii) DOV/13/00321 – 39 New Street, Sandwich, CT13 9BB

Variation of condition 8 of planning permission DOV/06/1002 to allow use of the air conditioning units between the hours Mondays and Tuesdays 8am – 5pm, Wednesdays and Thursdays 9am – 8pm, Fridays 9am – 5pm and Saturdays 9am – 1pm (amended description).

RESOLUTION: No objection. Councillor Mrs Russell and Councillor Mrs Laslett asked that their vote against be recorded due to concern about noise pollution.

(iii) PAG/KCC/DO/0165/2013 – Sandwich Infant School, School Road, Sandwich, Kent, CT13 9HT

Proposed small extension to the head teacher's office

RESOLUTION: Positively supported.

(iv) DOV/13/00475 - Building 518, Discovery Park, Ramsgate Road, Sandwich

Display of one non-illuminated fascia sign

RESOLUTION: No objection.

10.7.13 PLANNING DECISIONS

Members received a report on planning decisions received from Dover District Council, as follows:-

(i) DOV/13/00201 – 2 North Poulders Farm, Richborough Road, Sandwich, CT13 9JE – Erection of a detached garage.

GRANTED PERMISSION

(ii) DOV/13/00299 - 55 New Street, Sandwich, CT13 9BD – Installation of replacement windows and doors to front, painting of exterior walls and erection of gate.

GRANTED PERMISSION

(iii) DOV/13/00322 – 39 New Street, Sandwich, CT13 9BB – Display of 1no. non-illuminated wall sign, 1 no. non-illuminated hanging sign and 2no. window graphics.

GRANTED PERMISSION

(iv) DOV/13/00309 – Land rear of 19-37, Woodnesborough Road, Sandwich, CT13 0AA – Erection of two detached dwellings and creation of a vehicular access.

GRANTED PERMISSION

(v) DOV/13/00407 – 1 St Georges Road, Sandwich, CT13 9JR – Repollard one weeping willow tree.

GRANTED PERMISSION

11.7.13 PLANNING CORRESPONDENCE

There was no planning correspondence to report.

12.7.13 FINANCE

(i) Members received the Statement of Accounts for the period ending 30 June 2013.

RESOLVED: That the Statement of Accounts, for the period ending 31 May 2013, be noted.

(ii) Members received information from Councillor Carter regarding a contribution towards the 'Active Dover Grant'.

RESOLVED: That this information be passed to the Finance Committee for consideration.

(iii) Members considered a request from Miss L Fidler to attend the Kent Association of Local Councils' Finance Conference at Kings Hill Community Centre on 2 November 2013 at a cost of £72.00.

RESOLVED: That Miss L Fidler should attend this training at a cost of £72.00

13.7.13 DELF STREAM PRESERVATION WORK

Members considered a request from a resident of Dover Road to clear the rubbish from their field, this is mixed in with the silt that resulted from the Delf Stream preservation work. Councillor Trussler provided further information and explained that the litter cannot be extracted manually at the present time, it would not be possible for volunteers to do this work.

RESOLVED: That the quote from Rhino Plant Hire to level out the silt and then litter pick the field for £580.00 + VAT be accepted. Councillor Trussler will liaise with the local resident to explain exactly what is going to happen.

14.7.13 QUARTERLY NEWSLETTER

Members received a draft copy of the quarterly council newsletter for July – September 2013. Miss T Weir was congratulated on the amount of useful content that had been included.

RESOLVED: That the newsletter be published with two amendments: inclusion of information about the four major events taking place in the town and omission of the words 'at no cost' in relation to use of the Town Crier.

Cllr Trussler left the meeting to attend to another engagement.

15.7.13 DESSEMINATION OF INFORMATION

Members considered a request from Miss L Fidler about the dissemination of information from Dover District Council and Kent Association for Local Councils.

RESOLVED: Information from KALC and DDC that is not pertinent to Sandwich will not be passed on to the councillors. This information will be placed on the bench in front of the Mayor's chair at Council Chamber at meetings and in the Town Clerk's office. Councillors may still request that items can be taken to a council meeting if they feel there is an issue to be discussed. District Councillors Butcher, Carter and Mrs Russell will be in charge of ensuring the relevant information from DDC is brought forward.

16.7.13 CORRESPONDENCE

(i) Information about the Councillors Conference 2013 was considered.

RESOLVED: That this information be noted.

(ii) Members considered an email from Mirelle Frost regarding the disabled access paths at Poulders Play Area.

RESOLVED: That a letter be written from the Mayor congratulating the Friends of Poulders Play area on their endeavours.

17.7.13 REPORT OF DISTRICT COUNCILLORS

Councillor Mrs Russell's report included the following issues:

- 'You Decide' grant opportunities, the Sandwich District Neighbourhood Forum at which grants will be considered is on 19th October. Cllr Scollard reported that the Friends of Poulders Play Area will be submitting a grant application.

- There will shortly be Cabinet and council meetings to look at the state of the District, including the budget.
 - Cabinet will be discussing the Sandwich neighbourhood area next week and Cllr Mrs Russell will report back from this meeting.
 - Her attendance at the Richborough Connection Project presentation in Ash at which details were given of the possible routes and pylon styles that could be used.
- Councillor Carter had nothing further to report.

18.7.13 EXEMPT BUSINESS

It was recommended that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

THE APPOINTMENT OF A TOWN CLERK

Members considered a letter from the Mayor, of 21 June 2013, and the recommendations contained therein.

RESOLUTION: That the recommendations from the Mayor be accepted.

AGENCY ADMINISTRATOR

Members considered a report from Miss L Fidler regarding the appointment of a temporary administrator/receptionist.

RESOLVED: That a recruitment agency be contracted to provide a temporary administrator/receptionist until the long term staffing requirements are addressed at the Council meeting of 2nd September 2013.

19.07.13 DATE OF NEXT MEETING

Monday 15 July 2013, at 7 pm, in the Council Chamber.

Signed: _____ **Date:** _____